

**CONFIDENTIAL**

*ADM-10.4*

16 DEC 1966

DD/S&T 5861-66

MEMORANDUM FOR: Executive Officer, OSI  
Executive Officer, OSA  
Executive Officer, OEL  
Executive Officer, FMSAC  
Administrative Officer, OCS

SUBJECT : Official Home-to-Work Transportation for Critical  
Key Employees During Snow Emergencies

REFERENCE : Memo to A/DD/S&T fr D/Log, dtd 7 Dec 66, same subj


1. Recently each office was provided with information concerning pick up points and routes for designated critical key employees requiring transportation during officially declared snow emergencies.

2. The undersigned is designated the single point-of-contact official for this Directorate and will be notified when weather conditions are such that subject emergency plan is to be placed into effect. The undersigned will contact a single individual within each office whose responsibility it will be to contact key employees of that office. Would you please provide the name and telephone number of the person to be contacted.

  
Chief, Administrative Support Staff  
DD/S&T

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